

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

**PART 302-41—ALLOWANCE FOR TEMPORARY STORAGE OF HOUSEHOLD
GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT**

SUBPART A—GENERAL RULES

Sec.

- 302-41.1 What is the purpose of the allowance for the temporary storage of household goods and professional books, papers, and equipment?
- 302-41.2 Am I eligible for the allowance for temporary storage of household goods and professional books, papers, and equipment?
- 302-41.3 Must FAA pay an allowance for temporary storage of my household goods and professional books, papers, and equipment?
- 302-41.4 What is the maximum amount of household goods and professional books, papers, and equipment that I may temporarily store at Government expense?
- 302-41.5 May I temporarily store professional books, papers, and equipment in excess of the maximum amount prescribed in § 302-41.4 transported as an administrative expense under § 302-40.5?
- 302-41.6 How do I determine the net weight of my household goods and professional books, papers, and equipment?
- 302-41.7 Must I obtain a bill of lading, weight certificate, or other document which shows the weight of household goods stored?
- 302-41.8 What storage expenses will FAA pay?
- 302-41.9 How will FAA pay my temporary storage costs?
- 302-41.10 How long may I be authorized to temporarily store my household goods and professional books, papers, and equipment?
- 302-41.11 What is a “compelling reason” warranting extension of my authorized period for temporary storage of my household goods and professional books, papers, and equipment?
- 302-41.12 Who is responsible for storage costs if I store my household goods and professional books, papers, and equipment for a period in excess of the authorized period?
- 302-41.13 May I temporarily store part of my household goods and professional books, papers, and equipment shipment and have the remaining delivered to my destination?
- 302-41.14 What will FAA pay me if my household goods are damaged or destroyed by the household goods carrier?

SUBPART B— ACTUAL EXPENSE METHOD

Sec.

- 302-41.100 How are my temporary storage expenses paid under the actual expense method?
- 302-41.101 What must FAA do when I temporarily store household goods and professional books, papers, and equipment under the actual expense method?
- 302-41.102 What must I do when I temporarily store household goods and professional books, papers, and equipment under the actual expense method?
- 302-41.103 What is my liability if I temporarily store more household goods than are authorized under § 302-41.4?
- 302-41.104 What am I reimbursed for storage if I decide to transport my household goods myself after FAA authorizes transportation of household goods by the actual expense method?
- 302-41.105 What value should I declare for the temporary storage of my household goods and professional books, papers, and equipment?

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

SUBPART C—COMMUTED RATE SYSTEM

Sec.

- 302-41.200 How are my temporary storage expenses paid under the commuted rate system?
- 302-41.201 How is my reimbursement affected if I am charged a rate for a weight of household goods in excess of my actual weight?
- 302-41.202 What must FAA do when I temporarily store household goods under the commuted rate system?
- 302-41.203 What must I do when I temporarily store household goods under the commuted rate system?

SUBPART A—GENERAL RULES

- § 302-41.1** **What is the purpose of the allowance for the temporary storage of household goods and professional books, papers, and equipment?** To facilitate employee mobility by assisting the relocating employee to move personal living items from his old duty station to his new duty station.
- § 302-41.2** **Am I eligible for the allowance for temporary storage of household goods and professional books, papers, and equipment?** Yes, if you transport your household goods at Government expense under part 302-40 of this chapter.
- § 302-41.3** **Must FAA pay an allowance for temporary storage of my household goods and professional books, papers, and equipment?** Yes.
- § 302-41.4** **What is the maximum amount of household goods and professional books, papers, and equipment that I may temporarily store at Government expense?** You may temporarily store only household goods and professional books, papers, and equipment that you have transported at Government expense. Since you may transport at Government expense only up to 18,000 pounds net weight of household goods and professional books, papers, and equipment, you may store at Government expense only up to 18,000 pounds net. The amount of household goods subject to the 18,000 pound net weight limitation includes household goods transported under part 302-40 and household goods stored under part 302-42.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-41.5	May I temporarily store professional books, papers, and equipment in excess of the maximum amount prescribed in § 302-41.4 transported as an administrative expense under § 302-40.5?	Yes. FAA, however, may require immediate transportation of your professional books, papers, and equipment to your new official station, and then, store the books, papers, and equipment at your office or other appropriate FAA storage facility.
§ 302-41.6	How do I determine the net weight of my household goods and professional books, papers, and equipment?	You determine the net weight in the same manner as you determine the net weight for transportation of household goods and professional books, papers, and equipment under § 302-40.6. You may use the net weight from transportation if you store all your household goods and professional books, papers, and equipment, but if you store only part of the shipment you will need to determine separately the net weight of the household goods and professional books, papers, and equipment stored.
§ 302-41.7	Must I obtain a bill of lading, weight certificate, or other document which shows the weight of household goods stored?	<p>Yes, unless:</p> <ul style="list-style-type: none">(a) No adequate scale is available at your point of origin, at any point en route, or at your destination;(b) Your household goods are transported as a part-load and its weight could not be obtained at origin, en route, or at destination, without first unloading it or other part-loads being carried in the same vehicle; or(c) Your household goods are not weighed because the carrier's charges are properly computed on a basis other than the weight or volume of the shipment.
§ 302-41.8	What storage expenses will FAA pay?	FAA will pay for all storage expenses, including in and out charges and necessary drayage.
§ 302-41.9	How will FAA pay my temporary storage costs?	<p>FAA will pay your temporary storage costs based on how FAA pays the transportation of your household goods and professional books, papers, and equipment. FAA will pay your temporary storage costs under:</p> <ul style="list-style-type: none">(a) The actual expense method as described in subpart B of this part if your transportation costs are paid under the actual expense method as described in subpart B of part 302-40 of this chapter; and(b) The commuted rate system as described in subpart C of this part if your transportation was under the commuted rate system as described in subpart C of part 302-40 of this chapter.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-41.10	How long may I be authorized to temporarily store my household goods and professional books, papers, and equipment?	FAA will authorize you to claim temporary storage of your household goods and professional books, papers, and equipment for a reasonable period not to exceed 90 consecutive days. However, if FAA determines that there is a compelling reason for you to continue temporary storage after 90 consecutive days, FAA may authorize an extension of up to 90 additional consecutive days. Under no circumstances may you be authorized to claim temporary storage for more than a total of 180 consecutive days.
§ 302-41.11	What is a “compelling reason” warranting extension of my authorized period for temporary storage of my household goods and professional books, papers, and equipment?	<p>A “compelling reason” is an event that is beyond your control and is acceptable to FAA. Examples include, but are not limited to:</p> <ul style="list-style-type: none">(a) Strikes, customs clearance, hazardous weather, fires, floods or other acts of God, or similar events;(b) You cannot occupy your new permanent residence because of unanticipated problems (e.g., delay in settlement on the new residence, or short-term delay in construction of the residence);(c) You are unable to locate a permanent residence which is adequate for your family's needs because of housing conditions at your new official station; or(d) Sudden illness, injury, or death of employee or immediate family member.
§ 302-41.12	Who is responsible for storage costs if I store my household goods and professional books, papers, and equipment for a period in excess of the authorized period?	You are responsible for any excess storage costs incurred as a result of storing your household goods and professional books, paper, and equipment for a period in excess of the authorized period.
§ 302-41.13	May I temporarily store part of my household goods and professional books, papers, and equipment shipment and have the remaining delivered to my destination?	Yes, however, once the household goods are delivered to your destination, FAA will not pay for any further transportation. For instance, if you temporarily store some of your household goods, and deliver the rest to your temporary quarters, FAA will not pay to transport the household goods from your temporary quarters to your permanent quarters.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-41.14	What will FAA pay me if my household goods are damaged or destroyed by the household goods carrier?	Generally, the carrier or storage facility is responsible, in whole or in part, for loss or damage to goods in transit. You must submit loss and damage claims to the carrier or storage facility. If FAA arranges for the storage under the actual expense method and a dispute arises between you and the carrier or storage facility about your claims, FAA will assist in resolving the dispute. If the carrier's liability does not cover your expenses, you may request through your regional Office of Chief Counsel payment for lost or damaged goods under the Military Personnel and Civilian Employees' Claims Act of 1964 (31 U.S.C. 3721-3723).
--------------------	--	--

SUBPART B—ACTUAL EXPENSE METHOD

§ 302-41.100	How are my temporary storage expenses paid under the actual expense method?	FAA will pay the carrier or storage facility for the temporary storage of household goods and professional books, papers, and equipment.
§ 302-41.101	What must FAA do when I temporarily store household goods and professional books, papers, and equipment under the actual expense method?	<p>FAA must:</p> <ul style="list-style-type: none">(a) Arrange for storage services with the carrier (through contracts, tenders of service, or other arrangements) or with a separate storage facility if necessary;(b) Pay the storage costs; and(c) Mediate disputes with the carrier or storage facility arising out of loss and damage claims.
§ 302-41.102	What must I do when I temporarily store household goods and professional books, papers, and equipment under the actual expense method?	You must submit loss and damage claims to the carrier or storage facility, if they are necessary.
§ 302-41.103	What is my liability if I temporarily store more household goods than are authorized under § 302-41.4?	You are responsible for the excess amount, which is determined by multiplying the total storage cost by the ratio of excess weight to total weight. FAA will pay the storage costs, and collect the excess amount from you. FAA will treat the excess amount as a debt to the Government.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- | | | |
|---------------------|---|---|
| § 302-41.104 | What am I reimbursed for storage if I decide to transport my household goods myself after FAA authorizes transportation of household goods by the actual expense method? | You will be reimbursed your actual storage costs not to exceed the cost of storage by the authorized commercial storage facility. You will assume FAA's responsibilities under § 302-41.101. You will have to provide a weight certificate in accordance with § 302-41.7. |
| § 302-41.105 | What value should I declare for the temporary storage of my household goods and professional books, papers, and equipment? | You should declare the valuation which will result in the lowest storage rate applicable. You will be responsible for any costs which result from declaring a higher valuation. |

SUBPART C— COMMUTED RATE SYSTEM

- | | | |
|---------------------|---|--|
| § 302-41.200 | How are my temporary storage expenses paid under the commuted rate system? | FAA will pay your actual storage costs not to exceed the maximum amount determined by the Commuted Rate Schedule for Household Goods, published by GSA. |
| § 302-41.201 | How is my reimbursement affected if I am charged a rate for a weight of household goods in excess of my actual weight? | If you are charged a minimum weight above the actual weight of your household goods under the applicable tariff (other than one based on expedited or special services), FAA will base your commuted rate fixed amount reimbursement on the minimum weight as charged instead of the actual weight of the goods. |
| § 302-41.202 | What must FAA do when I temporarily store household goods under the commuted rate system? | FAA pays your actual storage expenses as provided in § 302-41.200. |

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

§ 302-41.203	What must I do when I temporarily store household goods under the commuted rate system?	<p>You must:</p> <ul style="list-style-type: none">(a) Select the storage facility, unless your carrier selects a facility for you;(b) Arrange for commercial storage services, if your carrier does not select a facility for you;(c) Pay the storage costs;(d) Prepare and submit loss and damage claims with the storage facility;(e) Resolve disputes with the storage facility arising from loss and damage claims; and(f) Submit a voucher claim with all paper work to your appropriate accounting office.
--------------	--	--